



On-Site Monitoring Procedures for Special Populations

The purpose of this document is to provide procedural information regarding the LEA's responsibilities for on-site monitoring to ensure compliance in the following areas: IEP monitoring, 504 monitoring, EL monitoring, gifted monitoring, and child find monitoring. On-site monitoring will occur annually, at minimum. Additional monitoring may occur as needed. These procedures cover:

- [IEP Monitoring](#)
- [504 Monitoring](#)
- [EL Monitoring](#)
- [Gifted IEP Monitoring](#)
- [Child Find Monitoring](#)
- [Forms and Appendices](#)

IEP Monitoring

Each authorized charter school is responsible for completing, uploading, and maintaining all documentation for students receiving special education services. Documentation should be translated into the appropriate language, as necessary. Each school shall be required to keep current student records on-site in student cumulative folders.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the [EasyIEP Desktop Monitoring Procedures for Special Populations](#) to monitor compliance of at least two (2) randomly selected student special education files. The State Board shall utilize the [Special Education Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student's cumulative file, the State Board shall notify the appropriate parties utilizing the [Missing IEP Documentation Memo](#).

504 Monitoring

Each authorized charter school assumes responsibility for the development and implementation of 504 plans for students identified as eligible for disability accommodations. 504 plans must document how schools are identifying and addressing the needs of qualified students with disabilities. They must also communicate to school personnel the information needed for successful implementation.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the [504 Plan Monitoring Procedures](#) to monitor compliance of at least two (2) randomly selected student 504 files. The State Board shall utilize the [504 Desktop Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student's cumulative file, the State Board shall notify the appropriate parties utilizing the [Missing 504 Documentation Memo](#).

English Learner Monitoring

Each authorized charter school assumes responsibility for maintaining records for English Learners (EL). EL records, including any evaluation data, shall be kept in a separate EL folder as part of the student's cumulative folder, or in any other location determined to be appropriate by the District or school. Documentation shall be translated into the appropriate language, as necessary.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the [English Learner \(EL\) Monitoring Procedures](#) to monitor compliance of at least two (2) randomly selected student EL files. The State Board shall utilize the [EL Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student's cumulative file, the State Board shall notify the appropriate parties utilizing the [Missing EL Documentation Memo](#).

Gifted IEP Monitoring

Each authorized charter school is required to develop and implement a written plan for serving gifted students. The components of this plan incorporate the requirements of the Title VI Resolution Agreement between the U.S. Department of Education Office for Civil Rights and the Tennessee Department of Education.

During an on-site monitoring visit, the LEA shall follow the procedures outlined in the [Procedures for Providing Services to Gifted Students](#) to monitor compliance of at least two (2) randomly selected student files. The State Board shall utilize the [Gifted IEP Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not accounted for in a student's file, the State Board shall notify the appropriate parties utilizing the [Missing EasyIEP Documentation Memo](#).

Child Find Monitoring

Under the Individuals with Disabilities Education Act child find requirements, all school districts must identify, locate, and evaluate all children with disabilities from birth through age twenty-one (21), regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child.

As outlined in the State Board's [Child Find Procedures](#), each authorized charter school is required to publicize and disseminate information describing its child find program, including a description of the school's special education program, supports, and services, as well as the school contact person and his/her functions, including the manner by which he/she might be contacted for further information or referral.

Additionally, the State Board shall look for evidence of publicized child find information in a clearly visible, high traffic area of the charter school.

If proper documentation is not accounted for, the State Board shall notify the appropriate parties utilizing the [Missing Child Find Information Memo](#).



Forms and Appendices

The following forms and appendices are included to supplement these procedures:

- [Special Education Desktop Monitoring Checklist](#) – *required*
- [Missing EasyIEP Documentation Memo](#) – *required, if applicable*
- [504 Desktop Monitoring Checklist](#) – *required*
- [Missing 504 Documentation Memo](#) – *required, if applicable*
- [EL Monitoring Checklist](#) – *required*
- [Missing EL Documentation Memo](#) – *required, if applicable*
- [Gifted IEP Monitoring Checklist](#) - *required*
- [Missing Child Find Information Memo](#) – *required, if applicable*

Special Education Monitoring Checklist

Student: _____ Date: _____ Monitor Initials: _____ Primary/Secondary
 Disability: _____ IEP Due Date: _____ Re-evaluation Due Date: _____

1. Current Year IEP	Check if fulfilled
Invitation for Meeting <i>OR</i> Documentation of Waiver	
Prior Written Notice	
IEP Signature Page	
Informed Parental Consent (IEP signature section)	
Current Year Progress Reports	1 2 3 4
TCAP Alt-Signature Page <i>(if applicable)</i>	
Functional Behavioral Assessment (FBA) and/or Behavioral Intervention Plan (BIP) <i>(if applicable)</i>	
Documentation of IEP review by other teachers not in attendance (IEP signature section)	

2. Current Evaluation(s) and Eligibility Report	
Invitation for Meeting	
Prior Written Notice	
Eligibility Report (with signatures)	

3. Initial Documents*	
Prior Written Notice for Initial Evaluation	
Consent for Initial Evaluation	
Prior Written Notice for Initial IEP Meeting	
Consent for Initial Placement (IEP signature page from the initial IEP)	

**If the Current Evaluation or Previous Evaluation was also the Initial Evaluation, you will need to copy the forms above and ensure they are located in both sections in EasyIEP.*

4. Transition Documents (ages 14 & older)	
Student Invitation to Meeting	
Permission to Invite Outside Agency <i>(if applicable)</i>	
Invitation of Outside Agency <i>(if applicable)</i>	

5. Other Documents <i>(if applicable)</i>	
Medical Documentation	
Homebound Documentation	



Missing IEP Documentation Memo

To:

From:

Date:

Re: Special Education EasyIEP Monitoring – Missing Documentation

Missing EasyIEP Documentation

This memo is to make notice of missing documents in (student name) 's cumulative file. The State Board completed compliance monitoring of these files on (date) and found that the following files are missing: (file name) .

Please add these documents to the student's cumulative file by (date) .

If you have questions, please contact the State Board.



504 Monitoring Checklist

Student: _____

Date: _____

Monitor Initials: _____

504 Plan	Check if fulfilled
Invitation to 504 Meeting	
Notice & Consent for 504 Evaluation	
Evaluation Summary Report	
Notice of Procedural Safeguards	
Service Plan (<i>if eligible</i>)	
Parental Consent for Services (<i>if student has Service Plan</i>)	



Missing 504 Documentation Memo

To:

From:

Date:

Re: Special Education 504 Monitoring – Missing Documentation

Missing 504 Documentation

This memo is to make notice of missing documents in (student name) 's 504 file. The State Board completed compliance monitoring of these files on (date) and found that the following files are missing ☐ online ☐ on-site: (file name) .

Please add these documents to the student's file by (date) .

If you have questions, please contact the State Board.



EL Monitoring Checklist

Student: _____

Date: _____

Monitor Initials: _____

Required EL Documents	Check if fulfilled
Intake Data	
Home Language Survey	
Initial Notification Letter	
English Language Proficiency (ELP) assessment (<i>most recent</i>)	
Follow-Up Notification Letter	
Service Plan	
Parental Notifications	



Missing EL Documentation Memo

To:

From:

Date:

Re: Special Education EL Monitoring – Missing Documentation

Missing EL Documentation

This memo is to make notice of missing documents in (student name) 's EL file. The State Board completed compliance monitoring of these files on (date) and found that the following files are missing ☐ online ☐ on-site: (file name) .

Please add these documents to the student's file by (date) .

If you have questions, please contact the State Board.



Special Education Gifted Monitoring Checklist

Student: _____ Date: _____ Monitor Initials: _____

Primary/Secondary Disability: _____ IEP Due Date: _____

Current Year IEP	Check if fulfilled
Invitation for Meeting <i>OR</i> Documentation of Waiver	
Prior Written Notice	
IEP Signature Page	
Informed Parental Consent (IEP signature section)	



Missing Child Find Information Memo

To:

From:

Date:

Re: Child Find Monitoring – Missing Documentation

Missing Child Find Documentation

This memo is to make notice of missing child find information. The State Board completed on-site monitoring on (date) and found that public child find information is missing. Information on child find must be publically displayed in a clearly visible, high traffic area of the charter school.

Please display this information by (date) .

If you have questions, please contact the State Board.